

Administrative - Internal Use Only**DD/PS Registry**
File *Accounting 10*

DD/A 74-3301

26 AUG 1974

MEMORANDUM FOR: Director of Communications
 Director of Finance
 Director of Joint Computer Support
 Director of Logistics
 Director of Medical Services
 Director of Personnel
 Director of Security
 Director of Training

SUBJECT : Monthly Financial Meetings

1. We are in the process of developing plans for the monthly financial meetings to be held during the fiscal year. You will be advised as soon as possible of the schedule, format, etc.

2. Between now and the first meeting, any plans to commit \$100,000 or more in a single transaction should be forwarded through this Staff for DD/A approval at least five (5) days prior to commitment date. Your memo should explain the requirement and why it should be obligated at that time.

3. Also, by the first of each month, beginning with October 1974, you should submit the planned obligation rate for each of your Office FAN's. Subsequently on the first of each month, in addition to your submission, annotate any changes made to the previous month's list providing reasons for the change, etc.

15/

Acting Chief, DD/A Plans Staff

STAT

STAT cc: Director,

STAT DDA/PS:WEB:kbp/ (26 Aug 74)

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